

December 10, 2015
JOB VACANCY ANNOUNCEMENT

FIRST DISTRICT APPELLATE COURT
160 North LaSalle Street
Chicago, IL 60601

Applicant may be required to submit additional material and/or complete job specific tests for the position.

POSITION:	Appellate Court Legal Research Assistant Director
DIVISION:	First District Appellate Court
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
SALARY	Commensurate with Experience

ESSENTIAL DUTIES: The Assistant Director's job responsibilities include supervising the work of research division staff attorneys, helping to select cases to be handled by the research division, assisting in personnel interviews for research staff positions and performing the functions of the director in the director's absence.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS: ESSENTIAL DUTIES: Applicants must have a solid appellate background, excellent legal writing skills and a strong understanding of the functioning of the Illinois judicial system. Prior supervisory experience is preferred. Minimum of ten years legal experience required. Must be licensed in Illinois and an attorney in good standing.

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. Professional office working environment requiring telephone usage and the ability to process written documents.

Interested persons should submit a letter of interest, resume and writing sample via regular mail to:

First District Appellate Court
Attention: Kathleen Warnick, Legal Research Director
160 North LaSalle Street, Room N1400
Chicago, IL 60601

(Applicants should not telephone or email.)

Applicant's information must be received by Monday, January 4, 2015.

EQUAL OPPORTUNITY EMPLOYER